

IRVING RECREATION CENTER Parent Handbook 2013

Welcome!

This handbook is a guide for parents and caregivers of children and youth enrolled in Summer Day Camp at Irving Recreation Center. The information contained within explains the requirements, policies, and procedures of the City of Lincoln Parks and Recreation Department and the State of Nebraska Department of Health and Human Services. A copy of licensing regulations is available for review at the recreation center office.

If at anytime you have questions about day camp policies, procedures, schedules, or anything else, do not hesitate to contact us!

OPEN HOUSE

We hope you will plan to stop by our Day Camp Open House on **Friday, May 24 from 5:30-7:00 p.m.** This will be a wonderful opportunity to meet our staff, ask questions, and become familiar with our facility.

2010 Van Dorn (68502) | 402-441-7954 | parks.lincoln.ne.gov

ABOUT IRVING RECREATION CENTER

Irving Recreation Center is owned and operated by the City of Lincoln Parks and Recreation Department and recreation programs and services are offered for all ages. The rec. center opened in 1977, and the Irving gym complex was the first common facility shared by Lincoln Parks and Recreation Department and the Lincoln Public Schools.

Contact information: Mr. Dan Payzant, Center Director
Irving Recreation Center
2010 Van Dorn
Lincoln, NE 68502
Phone: 402-441-7954
Email: dpayzant@lincoln.ne.gov

REQUIRED FORMS

The following forms are required of all day camp participants:

- Receipt of DHHS Parent Information Brochure (included in the brochure)
- Family Information Form
- Waiver and Permission Form
- Waiver and Release of Claims
- Media, Talent, and Production Consent and Release
- Payment Plan Policy
- Receipt of Description of Center Services and Policies
- Immunization Record

DESCRIPTION OF SERVICES

Ages of children served: Irving Recreation Center Summer Day Camp programs serve school age children and youth who have completed grades K-7.

Days and hours of operation: Monday—Friday, 7:00 a.m. to 6:00 p.m. (Irving Recreation Center is closed Monday, May 27—Memorial Day and Thursday, July 4—Independence Day.)

Developmental program: Lincoln Parks and Recreation Summer Day Camp participants will experience:

- Recreation and leisure skills
- Physical fitness through active play
- Social development
- Nutrition awareness
- Nature interaction

Special services provided: Irving Recreation Center provides specialized instruction in archery, tennis, yoga, and other lifelong leisure pursuits.

Expectations of parent/guardian: The Parks and Recreation Department has put

in place policies, procedures, waivers, and permission requests to help ensure the health and safety of all who participate in programs and the staff who work with your children. All licensed recreation programs must follow the regulations set forth by the Department of Health and Human Services. The goal is to create a safe, successful, and fun program your child. By supporting your day camp facility and following the policies and procedures, you will help create a meaningful experience for your child and all who are involved in day camp.

Parent/Guardian Expectations are as follows:

- All forms must be completed
- Each family must read, understand, and follow written policies
- Each parent/guardian must review the policies with their child
- Parents/guardians will support the policies of the program. This includes and is not limited to the items listed below:
 1. Each parent/guardian will read, complete, and return the written receipt of the Parent Information Brochure provided by the Department of Health and Human Services
 2. Parents/guardians will be expected to sign children in and out each day
 3. All contact information will be kept current
 4. There must be a phone number where program staff can immediately contact someone to arrange for the pick up of ill children within one hour of notification.
 5. Parents/guardians will make sure their children/youth wear proper footwear and clothing for active play
 6. Parents and guardians will provide breakfast and lunch that meets USDA nutrition guidelines (visit choosemyplate.gov for more information).
 7. Each day camp participant will be picked up by 6:00 p.m.

WHAT TO EXPECT

Parents and participants can expect large group games and activities, skill building, community service, swimming, and citywide field trips. Day Camp also allows for individual exploration of interests with participation in activities such as reading programs, creative arts, and individual sports. Our goal is to promote physical and social development, learning skills, and the exploration of lifelong leisure activities through the variety of opportunities available at Irving Day Camp.

PAYMENT SCHEDULE

Due upon registration Enrollment fee (\$12.50/child/week)

Due May 17 Weeks 1-4 (May 28-June 21)

Due June 17 Weeks 5-8 (June 24-July 19)

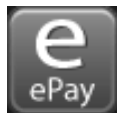
Due July 17..... Weeks 9-11 (July 22-August 9)

*Late pick-up fees A late fee of \$5.00 for every 15 minutes the child remains at the program after 6:00 p.m. will be due at pick up.

PAYMENT POLICY

- Families must pay in advance according to the schedule above unless a special payment plan is approved. You will not receive a bill.
- Fees are charged on the basis of full-time enrollment. The fee is the same if a child is ill, out-of-town, suspended, or out for any other reason.
- We accept cash, checks, credit and debit cards, and money orders.
- Receipts are provided upon request.
- If we receive a returned check, future payments must be paid by cash, credit card, or money order.
- The enrollment fee is non-refundable, non-transferable, and applied to the weekly fee.
- Families will be notified of possible termination if a payment becomes past due.
- Five days written notice is required to cancel a week. The written notice will be dated and filed by staff. Failure to provide 5 days written notice will result in full charges for the cancelled week.
- Families who receive DHHS child care assistance (such as Title XX) must pay the difference between what is billed to DHHS and our approved rate if they:
 - a. attend more than authorized, or
 - b. attend less than authorized.
- Families with past due fees on the last day of the program will be turned over to the City Attorney's Office. You will not be able to enroll in any Parks and Recreation program until payment is received or a payment plan is approved.

PAY ONLINE—NEW!



Now you can make your day camp payment online with a credit or debit card. Go to parks.lincoln.ne.gov, click the green "ePay" button, and select Parks and Recreation Programs & Classes. Sign up for a free MyInterlinc account and create a Parks and Rec. client profile for your camper. If you have ever paid your water bill, pet license, or a parking ticket online, you already have an account. Call us if you need help!

ILLNESS EXCLUSION POLICY FOR CHILDREN AND YOUTH

Lincoln Parks and Recreation is committed to keeping the spread of illness to a minimum, and we take the following steps to do so:

- Children and youth wash hands throughout the day.
- Equipment is disinfected on a regular basis.
- Parents are notified of any communicable disease outbreak at the program.

- Strict and consistent enforcement of our criteria for excluding participants due to illness.

Please do not send your child to the program if the following signs of a possibly contagious illness are present. Children who exhibit the following signs of possibly contagious illness will be excluded. A parent will be called to pick up the child. Due to the additional care required when a child is ill, we request parents pick up their child within one hour.

PARTICIPANTS WITH THE FOLLOWING SYMPTOMS MUST BE EXCLUDED:

Vomiting	2 or more times in the past 24 hours
Fever	Temperature above 100°F and behavior change or other illness symptoms (e.g. sore throat, rash, vomiting, diarrhea, etc.).
Rash	<ul style="list-style-type: none"> • With fever or behavior change – until a physician has determined the illness is not contagious. • Chickenpox – until all lesions have dried or crusted. • Impetigo (symptoms include blisters/sores on the face, neck, and/or hands) – until 24 hours after treatment has been started. • Mouth sores with drooling. • Head lice or ringworm until after the first treatment.
Diarrhea	<ul style="list-style-type: none"> • When a watery stool causes an “accident” or • If the frequency of watery stools exceeds two stools in the past 24 hours.
Not Feeling Well	Any child who requires more care than can be given by staff in a group setting or a child who is unable to participate in regular daily activities.

Returning to the program: Following exclusion, participants will be readmitted to the program when they are able to participate in regular daily activities and have been on appropriate medication or symptom-free without medication for at least 24 hours.

About doctor notes: There may be times when it is necessary to present a doctor’s note to indicate an illness is not infectious. Staff may recommend or request that you consult with your child’s physician. The final decision on whether to exclude a child is made by the director.

DISCIPLINE POLICY

Our expectations for behavior: Be safe. Be respectful. Be responsible.

We use the Standard Discipline Policy of the Parks and Recreation

Department. Please review this policy with your child. Every effort will be made to resolve behavior problems, but please be aware that if there are continuous or serious behavior issues your child could be suspended. If suspension becomes necessary, parents will be contacted the same day. We appreciate your support in managing behavioral issues.

When there is an infraction of rules, we issue a warning and encourage children to continue playing or ask them to take a time out, and then resume play.

- If disruptive behavior continues after one time out, the child is given a second time out and then may resume play.
- If disruptive behavior continues after two time outs (or refusal to go to a time out) the child may be suspended for the rest of the day or for the following day. Parents will be contacted.

The above process will be used again if there is a second incident of continued disruptive behavior. If a second suspension is necessary, it will again be for the rest of the day or the following day.

If a third suspension is necessary, it will be for one week. A fourth suspension will again be for one week.

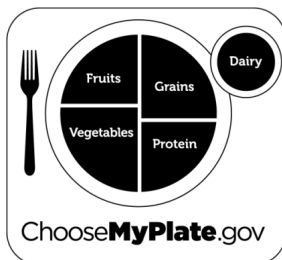
An additional suspension could be for 30 calendar days or to the end of the program depending on the incident.

Please note – for incidents which are more serious, we may need to move through these steps more quickly than outlined.

PICK-UP AND IDENTIFICATION

Parents must sign out their child and check the board for information every day. Children will only be released to authorized people as listed on their Participant Information Form. IDs will be checked when a staff does not recognize the person picking up a child.

MEALS AND SNACKS



Irving Day Camp schedules breakfast, morning snack, lunch, and afternoon snack. Snacks are provided and meet USDA nutrition guidelines. Campers bring their own breakfast and lunch. Please help your child be prepared to meet the physical demands of long, active, and fun days at camp by providing balanced meals that meet USDA nutrition guidelines (refer to choosemyplate.gov for tips). Campers should bring meals in insulated

containers with self contained cooling. Irving Recreation Center does not provide meal refrigeration or microwave use. If your child will not be at the program during the scheduled breakfast time or will eat breakfast before signing in to camp, a breakfast from home is not required.

HOT WEATHER PROCEDURES

Outdoor recreation activities are an important part of Irving Day Camp and campers will go outside when it is hot. Our staff exercises caution when facilitating outdoor activities on hot summer days and focuses on the prevention of heat-related illness by:

- teaching children to always drink plenty of fluids before and during any activity in hot, sunny weather—even if they aren't thirsty,
- avoiding heavy activity outdoors during the hottest hours of the day,
- teaching children to notify adults whenever they feel overheated, and
- insisting upon the use of sunscreen.

Our staff has also completed American Red Cross (or equivalent) First Aid training that includes preventing, recognizing, and properly responding to heat-related illness.

We know that high temperatures, combined with extremely high relative humidity levels, can make work and play outside dangerous for children and staff. Therefore, we substitute scheduled outdoor activities (except swimming) with indoor alternatives when the National Weather Service issues a Heat Advisory or Excessive Heat Warning.

COLD/RAINY WEATHER SWIMMING GUIDELINES

Irving Day Camp will swim as scheduled except when:

- the outside temperature is 69°F or cooler at 11:00 a.m.;
- thunder and/or lightning are present; and/or,
- there is steady rain at 11:00 a.m.

Forecasted rain, intermittent light rain, or drizzle will not alone cause a swimming outing to be cancelled. Please always send swimming gear on scheduled swimming days!

WHAT TO BRING TO CAMP

All campers are expected to bring the following items to camp:

- Closed construction athletic shoes. Open footwear such as sandals are not a safe option; those who do not have appropriate footwear will not be allowed to participate in many camp activities.
- Campers who will be in attendance at the scheduled breakfast time and who will not eat breakfast at home bring a breakfast in an insulated cooler. No refrigeration or microwave use will be available.

- A lunch that meets USDA nutritional guidelines (visit choosemyplate.gov for tips) in an insulated cooler. No refrigeration or microwave use will be available.
- Sunscreen permanently labeled with the camper's name.
- Water bottle permanently labeled with the camper's name.
- Swimwear and bathing towel (swim days only).
- Camp t-shirt (field trip days).

WHAT TO LEAVE AT HOME

- Cell phones—Cell phones are a distraction to many camp activities and are therefore considered nuisance items. If a parent prefers their child bring a cell phone to camp, it MUST remain with the camper's personal belongings in the coat room during core program hours (9:00 a.m. to 4:30 p.m.). Messages can always be left for campers by calling the office (402-441-7954).
- Handheld video game systems
- Electronic tablets and e-readers
- Money—Campers may choose to bring change for vending machine use; however, they must keep it on their person.
- Trading cards and games
- Shoes with wheels in them (e.g., "Heelys")
- Valuable or sentimental items.

Irving Recreation Center is not responsible for lost or stolen items.

OTHER IMPORTANT DETAILS

- Schedules: Weekly schedules will be available on our web page (parks.lincoln.ne.gov/irving) and at our service counter. Daily schedules are posted in the recreation center.
- Campers who walk to camp: Campers who walk to and from camp will require special written permission to leave the premises.
- Parent visits: Parents are welcome and encouraged to visit camp during the day; however, please sign in first at the service counter.
- Medication: If your child will be taking medication at camp (prescription or over the counter), you must request and complete a Medication Consent Form. All medication is kept secured in a designated location and must be checked in at the service counter. Medications that are used on an "as needed" basis require a note from a medical professional describing the symptom(s) and dosage.
- Screen time: Health experts recommend children and families limit their "screen time" to fewer than 2 hours per day. Irving Day Camp is a TV-free zone and computer use is limited to an optional 15 minutes/child during morning and afternoon choice time (in addition to any regularly scheduled computer lab activities).

- Computer use. Campers will have the option to sign up for 15 min. of computer/Internet use during morning and afternoon choice time. Our computer equipment filters Internet content and use of our computers is always monitored by staff. Please notify us if you do not want your child to access the Internet during choice time.
- Wireless Internet. Irving Rec. Center offers wireless Internet as a service to users. Wireless Internet is filtered and use is not monitored. Parent/guardian permission to access the Internet is implied when campers bring personal electronic devices with wireless Internet capabilities to camp.
- Absence or illness. Please notify camp staff by 9:00 a.m. if your child will be absent. Refer to our Illness Exclusion Policy for Children and Youth for information about when to keep your child home.
- Rest: Please help your child be physically prepared for long, active, and fun days at camp by ensuring they get adequate rest the night before attending camp.
- Clothing: Campers should come to camp dressed appropriately for physical activity, including comfortable tennis shoes, and the day's weather.
- Bus trips and library walks: Day Camps may use public transportation for outings scheduled in addition to weekly field trips. Campers may also walk a neighborhood route to South Branch Library (2675 South Street).
- Lost and found: Please check the Day Camp lost and found table located in the front hallway. Items remaining at closing time each Friday will be placed in storage. Any items left unclaimed at the end of the summer will be donated to a local charity.

OUR CAMPS

Grades K-2

We help our youngest day campers develop lifelong social skills by implementing character education into fun recreation activities every day at camp. Recreation activities are introduced to campers as means to living a healthy, happy life.

Swimming: Wednesday and Thursday, 11:30 a.m.-1:00 p.m.

Field trips: Every Friday unless otherwise noted and subject to change.

5/31	Hollywood Bowl
6/7	Morrill Hall
6/14	Paint Yourself Silly
6/21	Lincoln Children's Zoo
6/28	Lost in Fun
7/5	Trago Spray Park
7/12	Memorial Stadium
7/19	Skate Zone
7/26	Omaha's Henry Doorly Zoo
8/2	Pioneer's Park
8/9	UNL Dairy Store

Grades 3-4

Our gr. 3-4 campers are encouraged to live a healthy lifestyle through fun recreation day camp activities with a special emphasis on making smart nutrition and activity choices. We promote maintaining a healthy balance of staying active while learning about food choices to help our bodies grow and develop so we can enjoy life to its fullest!

Swimming: Tuesday and Friday, 11:30 a.m.-1:00 p.m.

Field trips: Every Monday unless otherwise noted and subject to change.

6/3	Hollywood Bowl
6/10	Lost in Fun
6/17	Champions Fun Center
6/24	Sunken Gardens and Lincoln's Children Zoo
7/1	Adventure Golf
7/8	Memorial Stadium Tour
7/15	Holmes Lake—Fishing
7/22	Pioneer's Park
7/26*	Omaha's Henry Doorly Zoo (*Friday)
7/29	Laser Quest and Bethany Park
8/5	Morrill Hall

Grades 5-7

Our recreation day camp designed specifically for youth who will be enrolled in middle school for the coming year is one of the most popular in town. Each week at camp will incorporate a variety of fun individual and group challenges with a focus on healthy living and positive youth development.

Swimming: Monday and Friday, 11:30 a.m.-1:00p.m.

Field trips: Every Tuesday unless otherwise noted and subject to change.

5/28	Holmes Lake—Fishing
6/4	Hollywood Bowl
6/11	Lux Center for the Arts
6/18	Champions Fun Center
6/25	Wilderness Park—Hike and Picnic Lunch
7/2	Adventure Golf
7/9	Laser Quest
7/16	Morrill Hall
7/26*	Omaha's Henry Doorly Zoo (*Friday)
7/30	Nebraska State Capitol Building
8/6	Haymarket Theatre/Nebraska Youth Theatre

OUR FACILITIES

While each camp will have access to recreation center facilities, we will also utilize outdoor areas such as Irvingdale Park, Irvingdale Pool, the playing field north of the recreation center, and Irving Middle School outdoor basketball courts. Additional indoor spaces include Irving Middle School classrooms,

auditorium, and cafeteria.

OUR PARTNERS

Our list of program partners this summer includes, but is not limited to, the Nebraska Game and Parks Commission, Lancaster County Extension 4-H Youth Development, Woods Tennis Center, and Lincoln Yoga Center. A special thanks to Irving Middle School for allowing us to use additional space in the school.

OUR YOUTH VOLUNTEERS

At Irving Recreation Center, we understand that young people benefit from having useful roles in the community and by providing service to others. We have a small group of youth volunteers who will serve under the training and direction of one of our AmeriCorps Members. Volunteers must have completed at least eighth grade and have completed an application and reference process to be considered. Their role is to assist Day Camp staff with daily operations. In turn they receive the developmental benefit of the experience and acquire important job skills along the way.

SWIM LESSONS (OPTIONAL)

This summer Irving Recreation Center day camps are teaming up with our friends at Irvingdale Pool to offer a special opportunity for our campers. Children and youth enrolled in our day camp programs will have the option to take swim lessons at the special reduced rate of \$30 per session (that's 50% off the regular cost to the public!). All skill levels are accepted. Participants will be escorted to and from the swimming pool.

Return your completed registration form with payment to Irving Rec. Center. Forms are also available at the rec. center.

Session 1, 6/3—6/13: Monday through Thursday, 8:15—9:30 a.m.

Session 2, 6/17—6/27: Monday through Thursday, 8:15—9:30 a.m.

Session 3, 7/8-7/18: Monday through Thursday, 8:15—9:30 a.m.

Session 4, 7/22—8/1: Monday through Thursday, 8:15—9:30 a.m.

Friday will be reserved as a weather make-up day for each session. Irvingdale Pool and swim instructors have their own established criteria for class cancellations due to weather.

SUGGESTIONS AND CONCERNS

We do our best to make sure your family has the best possible experience. If you ever have any suggestions or concerns about the Lincoln Parks and Recreation program, center staff is available to visit with you. If you do not feel the response is satisfactory, please visit with the program director.

